T A P E S

Total **A**rmy **P**erformance **E**valuation **S**ystem

Employees covered under the union are rated in accordance with the negotiated Fort Bragg TAPES manual dtd April 2001

Employees not covered by the union are rated in accordance with the DA Pamphlet 690-400 dtd June 1993

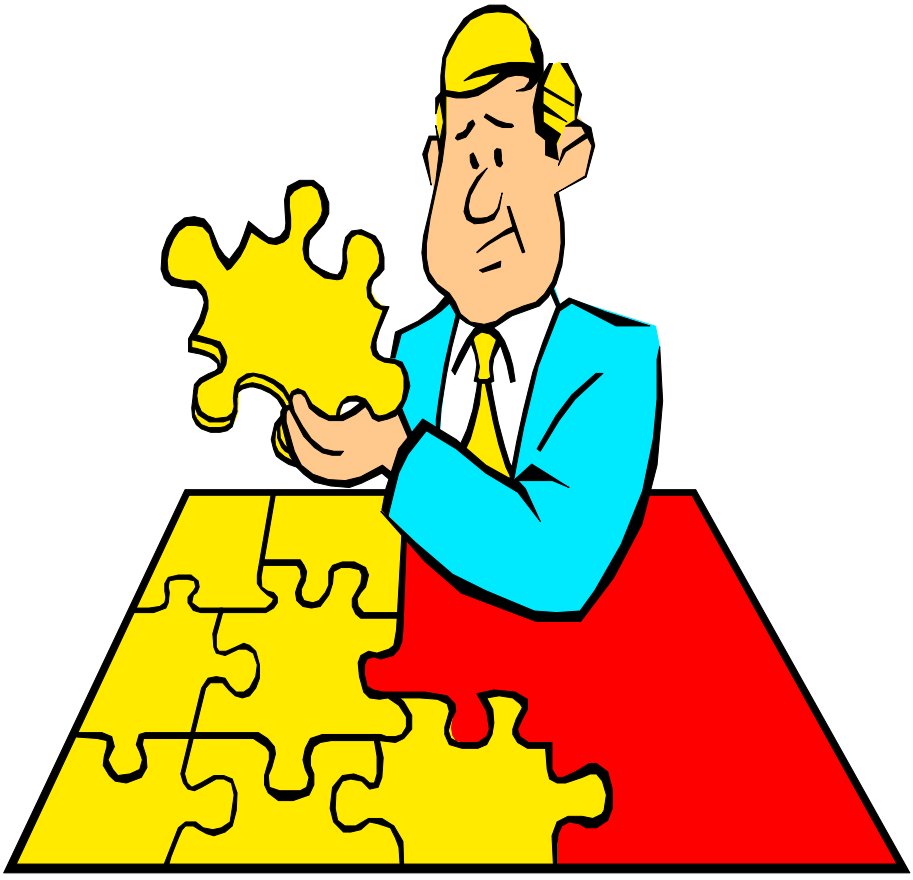
Concerns in developing performance plans:

1. Establishment of standards within 30 days
2. Rating period consists of at least 120 days under one supervisor

Normal rating cycles: All employees 1 November thru 31 October

GS-13 and above - 1 July through 30 June

3. Employees are counseled at any time there is a deficiency



When preparing appraisals use the proper forms:

Base System (Form 7223) employees GS, WG, WS, WL-1 through 8
Senior System (Form 7222) GS-9's and above and career interns

Use the job description for developing standards:

Base System - responsibilities
Senior System - objectives

Explain what is expected during the development of initial standards

Ratees:

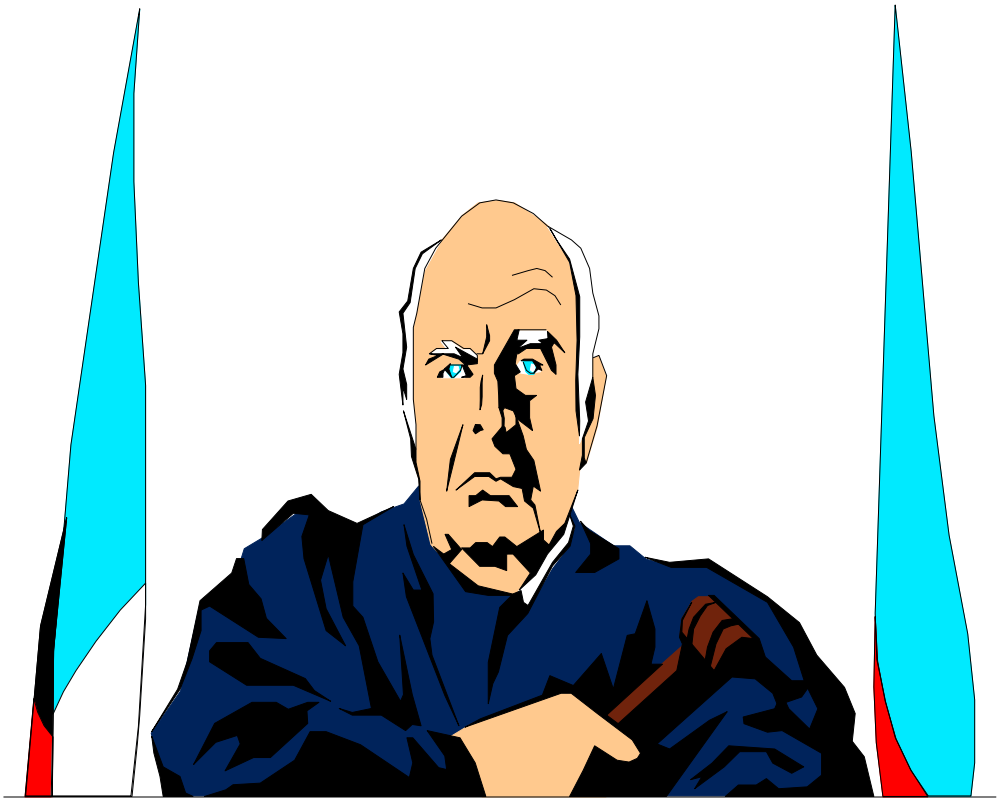
Must know what is expected of them

Is provided opportunity to give input in developing plan

Role of Rater

Before finalizing and informing the employee…

Inform the Senior Rater of final rating
Ensure standards were initialed
Midpoint counseling has been conducted
Opportunity to improve has been offered
Forms will be submitted in a timely manner



Role of the Senior Rater:

Review all plans
Resolves disagreements of rater and ratee
Ensures opportunity to improve is given
Approves all written performance plans before submission to the Personnel Office

Has the ratee's progress been monitored?

As soon as a deficiency in performance is detected counsel the employee DON’T WAIT FOR MIDPOINT

DOCUMENT!

Without supporting documentation…it will be impossible to support unsuccessful ratings

IMPACT OF APPRAISALS

The affect of ratings:

An employee may be reassigned, removed or reduced in grade based on unacceptable performance

Planning and Processing

Don’t wait unit rating are due to start the process

Develop standards within 30 days
Monitor employees progress
Initiate counseling at any time poor performance is detected
Maintain proper documentation
Develop performance improvement plans (PIP)
Discuss final rating with Senior Rater first
Submit written appraisals in a timely manner
UNABLE TO RATE, YOU MAY BE ABLE TO REQUEST AN EXTENSION IF THE EMPLOYEE IS:
1. Temporary promotion/detail
2. Extended illness
3. Has not be under one supervisor for 120 days
4. Is under PIP
5. Proposed disciplinary/adverse action which has direct impact on the appraisal

PLEASE leave information for your successor

QUESTIONS?
Call your CSR Representative at CPAC